

**ARLINGTON PUBLIC SCHOOLS**

*In accordance with the provisions of the Massachusetts General laws, Chapter 30A, Section 20, notice is hereby given for the following meeting of the:*

***Arlington School Committee  
Standing Subcommittee: Policies and Procedures  
Monday, November 29, 2021  
10:00 AM***

*You are invited to a Zoom webinar:  
When: Nov 29, 2021 10:00 AM Eastern Time (US and Canada)  
Topic: School Committee Policies and Procedures Subcommittee Meeting*

*Register in advance for this webinar:  
[https://us02web.zoom.us/webinar/register/WN\\_7sKLGy3IT8SG6Dl5yKrtfA](https://us02web.zoom.us/webinar/register/WN_7sKLGy3IT8SG6Dl5yKrtfA)*

*After registering, you will receive a confirmation email containing information about joining the webinar.*

*Open Meeting (P. Schlichtman)*

*Public Comment*

*Approval of Minutes*

*File KFD - Surplus Space Policies for Extended Day Programs*

*File BEDL Land Acknowledgement*

*Future Agenda Items*

*Adjournment*

*The listings of matters are those reasonably anticipated by the Chair, which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.*

*Stated times and time amounts, listed in parenthesis, are the estimated amount of time for that particular agenda item. Actual times may be shorter or longer depending on the time needed to fully explore the topic.*

*Submitted by Paul Schlichtman*

Massachusetts law requires all open session meetings of public bodies to be accessible to members of the public, including those with disabilities. If you need reasonable accommodations in order to participate in the meeting, contact the Administrative Assistant to the Arlington School Committee Liz Diggins at [ediggins@arlington.k12.ma.us](mailto:ediggins@arlington.k12.ma.us).



## **Town of Arlington, Massachusetts**

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### **Conducted by Remote Participation via Zoom**

#### **Summary:**

You are invited to a Zoom webinar.

When: Nov 29, 2021 10:00 AM Eastern Time (US and Canada)

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## **Town of Arlington, Massachusetts**

**Open Meeting (P. Schlichtman)**



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## Town of Arlington, Massachusetts

Public Comment



## **Town of Arlington, Massachusetts**

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### **Approval of Minutes**

#### **ATTACHMENTS:**

Type	File Name	Description
▣ Minutes	Policies_and_Procedures_-_Minutes_032421.pdf	Minutes - March 24, 2021
▣ Minutes	Policies_and_Procedures_091721_Minutes.pdf	Minutes - September 17, 2021

**Arlington School Committee**  
**Standing Subcommittee: Policies and Procedures**  
**Wednesday, March 24, 2021**  
**12:00 noon EDT**

The meeting was called to order at 12:02 p.m. The meeting was conducted by remote participation via Zoom.

<https://www.mass.gov/doc/order-suspending-certain-provision-of-open-meeting-law/download>

**Subcommittee members present:** Paul Schlichtman, Bill Hayner

**Subcommittee members absent:** Kirsi Allison-Ampe (illness)

**Also Present:** Roderick MacNeal, Assistant Superintendent; Kathleen Bodie, Superintendent; Robert Spiegel, Director of Human Resources

**Open Meeting** – The chair read the governor’s order suspending certain provisions of the Open Meeting Law

On a **motion** by Mr. Hayner, **seconded** by Mr. Schlichtman, it was **voted** to approve the minutes of February 9, 2021. **Roll Call:**

Kirsi Allison-Ampe	Absent	Bill Hayner	Yes
Paul Schlichtman	Yes		(2-0)

**Public Comment** - None

**JKAA - PHYSICAL RESTRAINT OF STUDENTS**

Mr. Schlichtman reported that the revised policy presented by Dr. MacNeal is aligned with state standards, and MASC gave it a favorable review.

On a **motion** by Mr. Hayner, **seconded** by Mr. Schlichtman, it was **voted** to recommend File JKAA for first reading. **Roll Call:**

Kirsi Allison-Ampe	Absent	Bill Hayner	Yes
Paul Schlichtman	Yes		(2-0)

### **BEDB - AGENDA FORMAT/PREPARATION AND DISSEMINATION**

Mr. Hayner recommended changing File BEDB to require summaries and written reports and/or media to be sent no later than the Friday prior to the meeting. Mr. Hayner said meetings have been going long because members have not had time to prepare for them with relevant materials. Mr. Hayner said that if materials are delivered in a timely manner, members could seek out information and ask clarifying questions of proponents before the meeting.

Dr. Bodie said this policy might require the administration to take items off the agenda.

Mr. Schlichtman said he is a strong proponent of the “no surprise” rule, and reflected on Lowell’s strict Friday deadline. By having the materials available in a timely manner, this allows members to alert the administration of questions that might arise at the meeting.

On a **motion** by Mr. Hayner, **seconded** by Mr. Schlichtman, it was **voted** to recommend File BEDB as amended for first reading. **Roll Call:**

Kirsi Allison-Ampe	Absent	Bill Hayner	Yes
Paul Schlichtman	Yes		(2-0)

### **GCD - PROFESSIONAL STAFF AND OBSERVANCE OF MAJOR RELIGIOUS HOLIDAYS (Discussion)**

Mr. Hayner presented an argument for eliminating religious holidays, with the exception of state holidays, from our calendar. He cited the increased religious diversity in town. Mr. Schlichtman said he disagreed with Mr. Hayner, and cited the concerns around the start of school conflicting with Rosh Hashanah. He cited an 80% attendance rate among staff, and an 80% attendance rate among students, would result in a 0.64 probability that a student and teacher would be together in class.

Dr. Bodie said there are contractual obligations that might apply, as Unit C includes Christmas Eve as a holiday. She also stated communities around Arlington are moving to a more secular calendar.

Mr. Schlichtman recognized the growing population of families who celebrate other religions, and he said we could recognize other holidays by starting school before Labor Day. He also said we shouldn’t consider significant changes to the calendar until we are beyond the COVID restrictions.

No vote was taken under this agenda item.

### **Emergency COVID travel restrictions**

Mr. Schlichtman discussed the question of quarantine for students who travel out-of-state. He suggested we included in our protocol a statement, “parents who travel out of state **should** also enroll their children in the pool testing program.”



No vote was taken under this agenda item.

Adjournment

On a **motion** by Mr. Hayner, **seconded** by Mr. Schlichtman, it was **voted** to adjourn at 1:02 p.m. **Roll Call:**

Kirsi Allison-Ampe	Absent	Bill Hayner	Yes
Paul Schlichtman	Yes		(2-0)

**File: JKAA - PHYSICAL RESTRAINT OF STUDENTS**

Maintaining an orderly, safe environment conducive to learning is an expectation of all staff members of the school district. Further, students of the district are protected by law from the unreasonable use of physical restraint.

The district's use of physical restraint shall comply with 603 CMR 46.03. The definitions of forms of restraint shall be as defined in 603 CMR 46.02.

Mechanical restraint, medication restraint, and seclusion are prohibited.

Prone restraint is prohibited except on an individual student basis, and only under the following circumstances:

1. The student has a documented history of repeatedly causing serious self-injuries and/or injuries to other students or staff;
2. All other forms of physical restraints have failed to ensure the safety of the student and/or the safety of others;
3. There are no medical contraindications as documented by a licensed physician;
4. There is psychological or behavioral justification for the use of prone restraint and there are no psychological or behavioral contraindications, as documented by a licensed mental health professional;
5. The program has obtained consent to use prone restraint in an emergency as set out in 603 CMR 46.03(1)(b), and such use has been approved in writing by the principal; and,
6. The program has documented 603 CMR 46.03(1)(b) 1 - 5 in advance of the use of prone restraint and maintains the documentation.

Physical restraint, including prone restraint where permitted, is considered an emergency procedure of last resort and is prohibited in the district's programs except when a student's behavior poses a threat of assault, or imminent, serious, physical harm to self or others and the student is not responsive to verbal directives or other lawful and less intrusive behavior interventions, or such interventions are deemed to be inappropriate under the circumstances.

All physical restraints, including prone restraint where permitted, shall be administered in compliance with 603 CMR 46.05.

Physical restraint shall not be used:

1. As a means of discipline or punishment;
2. When the student cannot be safely restrained because it is medically contraindicated for reasons including, but not limited to, asthma, seizures, a cardiac condition, obesity, bronchitis, communication-related disabilities, or risk of vomiting;
3. As a response to property destruction, disruption of school order, a student's refusal to comply with a public education program rule or staff directive, or verbal threats when those actions do not constitute a threat of assault, or imminent, serious, physical harm; or
4. As a standard response for any individual student. No written individual behavior plan or individualized education program (IEP) may include use of physical restraint as a

standard response to any behavior. Physical restraint is an emergency procedure of last resort.

Limitations on use of restraint: Physical restraint in the district shall be limited to the use of such reasonable force as is necessary to protect a student or another member of the school community from assault or imminent, serious, physical harm.

Referral to law enforcement or other state agencies. Nothing prohibits:

1. The right of any individual to report to appropriate authorities a crime committed by a student or other individual;
2. Law enforcement, judicial authorities or school security personnel from exercising their responsibilities, including the physical detainment of a student or other person alleged to have committed a crime or posing a security risk; or
3. The exercise of an individual's responsibilities as a mandated reporter pursuant to G.L. c. 119, § 51A. 603 CMR 46.00 shall not be used to deter any individual from reporting neglect or abuse to the appropriate state agency.

The Superintendent will develop procedures identifying:

- Appropriate responses to student behavior that may require immediate intervention;
- Methods of preventing student violence, self-injurious behavior, and suicide including crisis planning and de-escalation of potentially dangerous behaviors among groups of students or individuals;
- Descriptions and explanations of alternatives to physical restraint as well as the school's method of physical restraint for use in emergency situations;
- Descriptions of the school's training and procedures to comply with reporting requirements; including, but not limited to making reasonable efforts to orally notify a parent of the use of restraint within 24 hours of its imposition;
- Procedures for receiving and investigating complaints;
- Methods for engaging parents in discussions about restraint prevention and use of restraint solely as an emergency procedure;
- A statement prohibiting: medication restraint, mechanical restraint, prone restraint unless permitted by 603 CMR 46.03(1)(b), seclusion, and the use of physical restraint in a manner inconsistent with 603 CMR 46.00,
- A process for obtaining Principal approval for a time out exceeding 30 minutes.

Each building Principal will identify staff members to serve as a school-wide resource to assist in ensuring proper administration of physical restraint. These staff members will participate in an in-depth training program in the use of physical restraint.

In addition, each staff member will be trained regarding the school's physical restraint policy and accompanying procedures. The Principal will arrange training to occur in the first month of each school year, or for staff hired after the beginning of the school year, within a month of their employment.

The use of "time out" procedures during which a staff member remains accessible to the student shall not be considered "seclusion restraint".

This policy and its accompanying procedures shall be reviewed and disseminated to staff annually and made available to parents of enrolled students. The Superintendent shall provide a

copy of the Physical Restraint regulations to each Principal, who shall sign a form acknowledging receipt thereof.

LEGAL REF.: M.G.L. 71:37G

603 CMR 46.00

## **BEDB - AGENDA FORMAT/PREPARATION AND DISSEMINATION**

An agenda shall be provided for all regular, special, adjourned and planning meetings.

A tentative agenda for each regular meeting shall be determined by the chairperson in collaboration with the Superintendent. It shall be submitted to the administrative assistant of the Committee for preparation and delivery to the members, notice to the press, and posting online. The agenda and supporting materials **and shall contain summaries of any written reports and/or media**, as gathered by the Superintendent, shall be sent to Committee members ~~two~~ **the Friday** ~~workdays~~ preceding the School Committee meeting, no later than 4:00 p.m., except for emergencies. Any items received by the administrative assistant later than 4:00 p.m. ~~two~~ **four** ~~workdays~~ preceding the School Committee meeting shall be held and heard the following meeting, except for emergencies.

In addition, the administrative assistant shall provide the following to the Arlington Public Schools Direct of Technology to be posted on the website:

- School Committee agendas, posted with a disclaimer that the agenda is tentative and may be subject to change up until the time of the meeting
- School Committee minutes, motions and appropriate back up material
- Subcommittee agendas, posted with a disclaimer that the agenda is tentative and may be subject to change up until the time of the meeting
- Subcommittee minutes, motion and appropriate back up material

The following shall be included, but not limited to, items of business to be considered at each regular meeting:

- Public Comment
- Consent Agenda
- Superintendent's report
- Report of subcommittees and announcements

The Committee will follow the order of business established by the agenda except as it votes to rearrange the order for the convenience of visitors, individuals appearing before the committee, or to expedite committee business.

Items of business may be suggested by any School Committee member, staff member, or town resident. The inclusion of such items, however, will be at the discretion of the Chairperson of the Committee. A staff member who wishes to have a topic scheduled on the agenda should submit the request through the Superintendent. Individuals may submit such requests to the school committee chair through the Committee's administrative secretary.

Copies of the final agenda shall be available to spectators at all open session meetings for which an agenda is required.

School committee members are subject to the provisions of the Open Meeting Law, limiting opportunities for members to deliberate with each other. In order to facilitate deliberation and discussions, reports and presentations directed at the Committee shall not exceed 15 minutes, unless the chair determines that scheduling a longer presentation is necessary. In addition, the rules may be suspended by a two-thirds vote of the members present. Written reports

may be received by a vote of the Committee and entered into the record of the meeting, and shall not be read aloud at the meeting. All presentations shall be consistent with the high instructional standards of the Arlington Public Schools, and PowerPoints shall be crafted in a manner consistent with best practices.

Whenever possible the materials for the meeting will be made available online to the public at the start of the meeting.

**All published agendas shall contain the following language:**

**"Massachusetts law requires all open session meetings of public bodies to be accessible to members of the public, including those with disabilities. If you need reasonable accommodations in order to participate in the meeting, contact the Administrative Assistant to the Arlington School Committee [Insert Name/Contact Information] in advance of the meeting."**

#### Consent Agenda

Items that are considered to be routine shall be placed on the Consent Agenda and shall be enacted by one motion. The Agenda shall have an asterisk (\*) next to each item placed on the Consent Agenda. There shall be no separate discussion of items placed on the Consent Agenda unless a member of the School Committee so requests, in which event the item shall be considered in its normal sequence on the agenda. Any one member of the committee may remove an item from the Consent Agenda for discussion. Items that may be placed on the consent Agenda may include but are not limited to the following: a) minutes of previous meetings, b) changes to the policy manual (second reading), c) field trips, d) warrant approvals, and e) other items that deemed to be routine by the Chair.

For the benefit of the public, the Chair will read the following paragraph and the list of items included in the Consent Agenda:

*"All items are considered to be routine and will be enacted by one motion. There will be no separate discussion of these items unless a member of the Committee so requests, in which event the item will be considered in its normal sequence on the agenda. "*

CONTRACT REFERENCE: AEA (Unit A&B)

CROSS REF: [BEDH](#), Public Comment at School Committee Meetings

Amended and voted: December 19, 2019

**Arlington School Committee**  
**Standing Subcommittee: Policies and Procedures**  
**Friday, September 17, 2021**  
**10:00 a.m. EDT**

The meeting was called to order at 10:01 a.m. The meeting was conducted by remote participation via Zoom.

<https://www.mass.gov/doc/order-suspending-certain-provision-of-open-meeting-law/download>

**Subcommittee members present:** Paul Schlichtman, Kirsi Allison-Ampe, Jane Morgan

**Also Present:** Bill Hayner, Chair, Arlington School Committee; Elizabeth Homan, Superintendent; Robert Spiegel, Director of Human Resources

**Open Meeting** – The chair read the governor’s order suspending certain provisions of the Open Meeting Law

**Approval of Minutes:**

Minutes were not available for approval

**File: EBC Supplemental. General (Interim) Policy on COVID-Related Issues**

There was a discussion pertaining to amending our existing interim COVID policy in order to require proof of vaccination, including but not limited to files:

- JJ – Co-Curricular and Extracurricular Activities
- KI – Visitors to the Schools
- IHBAA – Observations of Special Education Programs

Dr. Homan said the school department could prepare for implementation of the policy as the policy proceeds through first and second reading, and would be ready to implement changes upon final approval in October.

On a **motion** by Ms. Morgan, **seconded** by Dr. Allison-Ampe, it was **voted** to present amendments to **File: EBC Supplemental. General (Interim) Policy on COVID-Related Issues** for first reading. **Roll Call:**

Kirsi Allison-Ampe	Yes	Jane Morgan	Yes
Paul Schlichtman	Yes		(3-0)

**Future Agenda Items:**

- Policy changes required to conduct hybrid meetings: The town has a committee studying procedures for hybrid meetings, and we need to wait until that committee concludes its work before moving forward with policy revisions.
- The inclusion of a land acknowledgement at the beginning of certain designated Town public meetings. The subcommittee discussed the possibility of

including a land acknowledgement at the organizational meeting, at a meeting as we start a new school year, and at graduation.

- Additional Agenda Items

On a **motion** by Ms. Morgan, **seconded** by Dr. Allison-Ampe, it was **voted** to adjourn at 10:48 a.m. **Roll Call:**

Kirsi Allison-Ampe	Yes	Jane Morgan	Yes
Paul Schlichtman	Yes		(3-0)



Voted that **File: EBC Supplemental. General (Interim) Policy on COVID-Related Issues** is amended by adding the following provisions:

- **File JJ - Co-Curricular and Extracurricular Activities. (File JJ)**

**For the 2021-22 school year, the following is required for all students to participate in school-sponsored sports and rostered extracurricular activities that occur outside of the school day. Exceptions to this requirement can be found in File JLCB.**

- 1. Consent for routine COVID testing.**
- 2. Participation in weekly COVID testing as conducted by the district.**
- 3. Vaccination as students become age-eligible. If students are initially age-ineligible for the vaccine, but become eligible during the sports/extracurricular season, they must be vaccinated within six weeks of becoming eligible.**

- **IHBAA – Observations of Special Education Programs**

**The Arlington School Committee has determined that, in order to protect the health and safety of students, vaccination against SARS-CoV-2, or evidence of a negative COVID-19 test, shall be required of all persons observing a special education student or program.**

It is also voted that **File: EBC Supplemental. General (Interim) Policy on COVID-Related Issues** is amended by amending the following provision:

- **Visitors in schools and buildings (File KI)**

**Subject to current emergency declarations, the superintendent may propose suspension or modification to district policies regarding visitors to school buildings during the school day and after school hours, provided that vaccination against SARS-CoV-2, or evidence of a negative COVID-19 test, shall be required of all visitors.**



## Town of Arlington, Massachusetts

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### File KFD - Surplus Space Policies for Extended Day Programs

#### ATTACHMENTS:

Type	File Name	Description
▢ Policy	KFD - _SURPLUS_SPACE_POLICY_FOR_EXTENDED_DAY_PROGRAMS.pdf	KFD - SURPLUS SPACE POLICY FOR EXTENDED DAY PROGRAMS

## **File: KFD - SURPLUS SPACE POLICY FOR EXTENDED DAY PROGRAMS**

The School Committee permits the use of available surplus school space for child care facilities, play groups and extended day programs for the education and safety of the child and convenience of those parent/guardians who need these services. Surplus space is defined as classrooms, common areas, auditoriums, recreation space and other areas that are available outside of the normal school day. Classrooms and other areas are designated as available by the principal or principal's designee.

It is the Committee's intent that surplus space be utilized to allow as many families as possible to access extended day services. By May 1 each year, the Superintendent is required to present to the School Committee a report including **a summary of each program**, ~~on~~ the number of students in extended day programs in the district's surplus space, the number of students on waiting lists for these programs, and the availability of surplus space within the district to accommodate the needs of families requesting extended day services.

Any arrangements for use of available surplus space will be reviewed for renewal on an annual basis. The School Committee offers rental space so that these programs may be offered at the most reasonable cost possible. A request for a permit must be completed as a condition for the use of the space.

~~A descriptive brochure or summary of the program along with a financial statement including revenues, the director's salary, teachers' salaries, supplies and any and all other operating expenses shall be presented to the School Committee by the Superintendent no later than December 31 of each school year.~~

Failure to comply with guidelines for these programs and financial disclosures as stated above may be brought before the School Committee. The School Committee may authorize the Superintendent of Schools to negotiate with other parties to maintain extended day programs in the Arlington Public Schools or take any other action deemed necessary.

The occupant shall maintain public liability insurance. Limits will be negotiated by the Superintendent in conjunction with legal counsel. Such insurance shall name the program and the Town of Arlington as insureds as their respective interests may appear.

Arlington Public Schools

Revised and approved 4/11/2019



## Town of Arlington, Massachusetts

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### File BEDL Land Acknowledgement

#### ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	BEDL_Land_Acknowledgement.pdf	BED Land Acknowledgement

## **File BEDL    Land Acknowledgement**

On April 26, 2021, under Article 85, Arlington Town Meeting voted (222-1-2) to encourage all town entities to celebrate and recognize the heritage of the peoples indigenous to Massachusetts and Arlington by including a land acknowledgement at the beginning of the Town's public meetings.

The Arlington School Committee shall include at the beginning of its organizational meeting, at the beginning of its first regular meeting in October (or such other meeting date as is approximate to "Indigenous Peoples Day" per Title I, Article 6 of the Town Bylaws), and as part of graduation ceremonies, a land acknowledgement shall be read in a substantially similar form to the following:

“We acknowledge that the Town of Arlington is located on the ancestral lands of the Massachusett Tribe, the tribe of Indigenous peoples from whom the Colony, Province, and Commonwealth have taken their names. We pay our respects to the ancestral bloodline of the Massachusett Tribe and their descendants who still inhabit historic Massachusett territories today.”

In addition, the Arlington School Committee encourages the reading of this land acknowledgement at other significant meetings and events.

### **Cross References:**

BDA – School Committee Organizational Meeting

BEA – Regular School Committee Meetings

BEDB – Agenda Format/Preparation

Arlington Town Bylaws: Title I, Article 6



## **Town of Arlington, Massachusetts**

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**Future Agenda Items**



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## **Town of Arlington, Massachusetts**

**Adjournment**



## **Town of Arlington, Massachusetts**

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**Submitted by Paul Schlichtman**